



State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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DEPARTMENTAL BULLETIN NO. 4

23 August 2004

DMAVA EMPLOYEE (800) NUMBER EMERGENCY HOT-LINE (FIASD-ISB)

1. This Bulletin applies to all state employees within the New Jersey Department of Military and Veterans Affairs (DMAVA).
2. Effective 1 July 2004, the department has instituted a toll free telephone number for employees to call in the event of a declared state of emergency, closing due to inclement weather or other emergency situation(s).
3. The purpose of the toll free number is to provide additional information and guidance to employees for such events as, our building closing due to an unforeseen event, instructions for employees to report to work or to alternate locations; does the state of emergency mean that essential employees report or might other employees be required to report for work, etc...
4. Instructions for accessing the new toll free employee emergency hotline are contained in Enclosure No. 1 of this bulletin. Managers and Supervisors are instructed to give this bulletin the widest dissemination possible to insure that all employees are aware of the new emergency hotline number (866-232-5798) and call-in procedures.
5. Questions or inquiries concerning this bulletin should be addressed to the department State Telecommunications Manager, Mrs. Sophie Guzikowski at (609) 530-6925 or email Sophie.Guzikowski@njdmava.state.nj.us

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DMAVA Employee Emergency Information Number Instructions (866-232-5798)

1. Employees **dial 866-232-5798**; you will then hear the following message:

a. You have reached the New Jersey Department of Military and Veterans Affairs Emergency Information Number. Please listen to the following menu choices and selected appropriate options:

State employees please press 1

Federal employee please press 2

National Guard employees press 3

To hear these options again please press the * key.

2. State employees will press the number 1; you will then hear a pre-recorded message providing further instructions or details regarding the emergency and/or inclement weather reporting requirements.